

# *MTO Learning Series*

*Access MTO: Create your MTO user profile*

# Disclaimer

This handout is provided for illustrative purposes only. The content does not carry the weight of law, bulletins or rulings. Therefore, it should only to be used as an aid for navigation reference.

The topics covered, screenshots provided and guidance supplied is subject to change. The most current Treasury information regarding this topic is available at [michigan.gov/taxes](https://michigan.gov/taxes).

# Michigan Treasury Online

Welcome to Michigan Treasury Online (MTO)! MTO is the Michigan Department of Treasury's web portal to many business taxes. Treasury is committed to protecting sensitive taxpayer information while providing accessible and exceptional web services. File, pay and manage your tax accounts online - anytime, anywhere. **Flexible. Free. Secure.**

## Log In (Existing MTO User)

\* Required

\* Username

[Forgot Username?](#)

\* Password

[Forgot Password?](#)

\* [End User Agreement](#)

LOG IN

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## Create My User Profile (New To MTO)

Sign up to file, pay and manage your business tax account online.

CREATE MY USER PROFILE

## Help Center

Visit the [Help Center](#) for MTO tutorials, FAQs, MTO services, compatibility requirements and more!

# MTO, where do I go?

[mto.treasury.michigan.gov](https://mto.treasury.michigan.gov)

do not type "www." before the web address

**New User:** create a personal user profile by clicking the button on the right side of the screen

- Every person using MTO should have their own log in credentials in order to maintain secure, independent access to MTO.
- Sensitive, personally-identifiable information is **not required** to create an MTO user profile.

**Returning User:** see the MTO Learning Series: **MTO log in and homepage** tutorial.

**create your MTO user profile**

***IN 4 EASY STEPS***

# Step 1: identify yourself

**Create User Profile**

Enter your profile information.

1 Profile Information    2 Choose Username    3 Confirmation

### Profile Information

\* Required

\* First Name:  Middle Initial:  \* Last Name:  Suffix:

\* Email Address:  \* Confirm Email Address:

\* Phone Number:  Mobile Number:

I opt in to receive text messages on my mobile number.

Standard message & data rates may apply.

\* Verification Question:  ?

\* I agree to the terms & conditions.

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- Treasury requires just enough general information in order to communicate with you about your interactions on MTO.
- Please use an email address that you can access directly.
- Your *Phone Number* and *Mobile Number* can be the same.

# Step 2a: choose a username and password

## Create User Profile

Provide username, password and security Q&A information to complete your profile.

1 Profile Information 2 Choose Username 3 Confirmation

### Choose Username

\* Required

\* Username

\* Password

\* Confirm Password

**Username guideline:**

- ✓ Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.

**Password guidelines:**

- ✓ Must be at least 8 characters in length
- ✓ Must include characters from 3 of the following categories:
  - Upper case letters (A-Z)
  - Lower case letters (a-z)
  - Numbers (0-9)
  - Special characters (!\$#,%@~^&\* \_ +=><)
- ✓ Should not be based on your Username

Self-select your MTO username and password using the provided guidelines.

# Step 2b: select and answer profile security questions

**Security Questions & Answers**

Select four unique security questions. These questions will be used to restore access to your account in case you forget the password.

\* All fields are required

--Select Security Question #1--	Enter Security Answer #1
--Select Security Question #2--	Enter Security Answer #2
--Select Security Question #3--	Enter Security Answer #3
--Select Security Question #4--	Enter Security Answer #4

**SUBMIT** **BACK**

--Select Security Question #4--

- What was your favorite place to visit as a child?
- What was the last name of your third grade teacher?
- What was the make of your first car?
- In what city were you born in?
- What was the name of the company of your first job?
- In what city did you and your spouse first meet?
- What was your high school mascot?
- What is your mothers maiden name?
- What is your favorite team?
- Where was the first concert you attended?
- Which phone number do you remember most from your childhood?
- What was the FIRST NAME of your best friend when growing up?
- Who is your favorite president?
- What is your favorite vacation destination?
- What is the middle name of your youngest sibling?
- What was the name of your first elementary school?
- What is the last name of your favorite schoolteacher?
- When you were a child what did you want to be when you grew up?
- What was your favorite toy as a child?

- scroll down the page
- The MTO profile security questions help you reset your MTO password if you forget it.
- Select 4 questions from the drop-down list and give an answer for each.

# Step 3: check your email before logging into MTO

Michigan.gov

HELP CENTER | CONTACT US

## Michigan Treasury Online

Home

### Create User Profile

1 Profile Information ✓ | 2 Choose Username ✓ | 3 Confirmation

#### Confirmation

**Successful Submission**

Your *profile creation* request has been successfully submitted. **Your changes will not take effect until you receive a confirmation email.**

LOG IN TO YOUR ACCOUNT

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Michigan.gov

MTO HOME | CONTACT US | POLICIES

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- You will receive a success message letting you know your MTO user profile has been created.
- Click the orange button to return to the MTO log in page.
- **check your email**
  - Your log in credentials will not be recognized immediately.
  - Do not log in until you receive the confirmation email.
- If the confirmation email does not appear in your inbox within a few minutes, check your email's spam or junk folder.

# Step 4: log in to MTO

On the left side of the screen, use your newly created, personal credentials to log in to MTO.

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